

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

AIR TECHNICIAN VACANCY ANNOUNCEMENT #03-087A

**Tools & Parts Attendant
F9315000 FC: 41B100
WG-6904-06
\$17.36 - \$20.25 ph**

**ANNOUNCEMENT DATE: 30 April 2003
CLOSING DATE: 20 May 2003**

SELECTING OFFICIAL: Materials Handler Supervisor

**APPOINTMENT FEATURES: Excepted Service
Enlisted Grade**

POSITION LOCATION: 129th Rescue Wing – Moffett Federal Aflid, CA

This position is located in a National Guard maintenance shop, warehouse, or engineering or supply facility. Its purpose is taking charge of and independently operating a stockroom or storage yard for tools and parts used in a trades operation; determining, identifying and selecting for issue items described by users in terms of their intended usage; recommending possible substitutes and interchangeable items; determining work sequences, methods, procedures, and techniques for setting up and shifting storage locations; and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. May direct and oversee the work of other assigned lower grade personnel where the function is too small to support a full supervisor.

1. AREA OF CONSIDERATION: 129th Rescue Wing. Applications will be accepted from current technicians and military members of the 129th Rescue Wing – Moffett Federal Airfield, Ca., only.

2. CONDITION OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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3. MILITARY GRADE AVAILABLE: ENLISTED GRADE THROUGH E-5. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-5 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience, education or training which demonstrates a knowledge of trade and shop name of items; ability to apply identification skill (matching specific item name, models, and stock or part numbers with similar specific information at stock locations); Ability to use simple hand tools (pliers, screwdrivers, etc.) and to follow oral and written instructions.

b. **Specialized:** Must have 18 months specialized experience in verifying stock by opening, counting and visually checking the contents of the containers; experience in setting up and shifting storage location in consideration of space available, turnover, and convenience of handling items; experience in identifying correct items for intended use, recommending possible substitutes by using references such as manufactures specification, stock catalogs, manuals and bulletins; experience in completing stock records by showing the names, quantities and locations of stock; experience in performing maintenance such as replacing wooden handles on handsaws, changing blades on power saws, and greasing or oiling power and hand tools; experience in performing visual or operating checks, making measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment; and experience in determining errors such as improper items issue and turn-in credit or incomplete records.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education for Specialized Experience:** Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of specialized experience. Maximum credit is 6 months of specialized experience. Courses must be directly related to the work of the position.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

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5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Skill in verifying short, over, and damaged conditions of incoming stock.
- b. Skill in setting up and shifting storage locations.
- c. Skills in identifying specific items described by users in terms of their intended usage.
- d. Skill in marking and tagging locations and making entries on locator cards.
- e. Ability to perform maintenance on hand and power tools.
- f. Ability to determine when tools and equipment should be routed for test, repair or calibration.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN AFSC: 2S0XX, 3E6X1.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS; PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER